



STATE OF NEW JERSEY

**SCHOOLS DEVELOPMENT AUTHORITY****Job Description**

Job Title:	Senior IS Project Analyst	Requisition # 2015-09
Division:	Information Systems	
Reports To:	Senior Systems Specialist	
Grade Level:	16	
Salary:	<b>\$55,000 - \$75,000</b>	
FLSA Status:	Exempt <input checked="" type="checkbox"/>	
Employment Status:	Full Time <input checked="" type="checkbox"/>	

**Job Summary**

Responsible for simultaneous management of multiple information technology projects from inception to completion, including system and process analyses, needs assessments and cost-benefit analyses that align technology solutions with business strategies. Control project budget cost, and coordinate activities to efficiently resolve issues affecting project specifications, schedules and budgets by supporting established team initiatives to minimize project delays. Provide services to NJSDA that include systems implementation and maintenance, user support, training, reporting, process documentation, and IT Project Management. Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

**Essential Duties and Responsibilities**

1. Partners with NJSDA staff and other external organizations (i.e. DOE, DCA, etc.) staff to identify gaps and changes in process workflow and data gathering requirements. Conducts research and analysis to quantify opportunities and issues and develops formal recommendations.
2. Consults with others to identify and lead efforts to resolve system, process, training, and data integrity issues that impact process and/or workflow.
3. Controls project budget by reviewing and managing project costs with appropriate SDA staff.
4. Depending upon specific job responsibilities, may do one or more of the following:
  - a. Function as Subject Matter Expert and support users for assigned NJSDA systems.
  - b. Partner with NJSDA Staff to develop, test and generate reports and programming enhancements from all NJSDA systems.
  - c. Perform quality assurance testing of NJSDA systems.
  - d. Partner with NJSDA staff to develop and maintain process flow documents as well as SOPs.
  - e. Adhere to change management processes for all assigned NJSDA systems.
  - f. Provide system training and develop/maintain training curriculum and materials including user manuals.

- g. Prepare and manage project budgets and coordinate IS purchasing activities as needed.
- h. Coordinate the tasks of other members of the department, as well as other NJSDA staff and outside vendors, in regards to any of the above, at the discretion and direction of Information Systems management.

### **Required Skills and Abilities**

1. Excellent communication skills, both oral and written, with an ability to establish and maintain cooperative work relationships with associates and clients.
2. Ability to manage several larger and smaller projects simultaneously, follow through on current projects and adhere to strict deadlines.
3. Ability to prepare clear, technically sound, accurate and comprehensive reports containing findings, conclusions and recommendations.
4. Ability to work independently and within a team environment.
5. Strong organizational, analytical and problem solving skills with focus on attention to detail.
6. Ability to learn and utilize various information systems used by the SDA.
7. Proficient in Word and Excel, strong knowledge of MS Project, Adobe, Visio and/or PowerPoint.

### **Required Education and Experience**

1. Bachelor's Degree in IT or Business Administration, or substantial relevant IT experience.
2. Minimum five (5) years of experience in IT Project Management, including developing and documenting business processes, developing training and related documentation, and systems implementation and maintenance.

### **Physical Demands**

Minimal

### **Certificates and Licenses Required**

Project Management Professional (PMP) or Six Sigma Green Belt (or higher)

Valid Driver's License